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Introduction

The content of this section covers administrative guidelines for processing an onsite wastewater treatment system (OWTS) construction permit application. Forms and processes will differ in areas under the authority of local ordinances. Prior to obtaining a permit to install or make a major modification to an OWTS, the following general steps must be followed.

1. Obtain an application form from the Onsite Sewage Program staff, other DHSS staff, LPHA, or the Onsite Website;
2. Obtain a soil morphology evaluation from a Registered Onsite Soil Evaluator, or a percolation test performed by a Registered Percolation Tester;
3. Submit an application fee of \$90.00 and fee slip to the DHSS Fee Receipts section;
4. Return the completed application with soil information and plan design attached to the administrative authority for review. Where appropriate, due to the type of soil, or where an alternative type of system is proposed, submit an engineered plan with detailed drawings, supporting calculations, and any other information necessary to determine compliance.

The application and plans must be reviewed and approved prior to a pre-construction site inspection. Provided the application, design plans, site/soil evaluation, and system layout are in compliance with construction standards and laws, a permit should be issued. When a permit has been issued, work may begin on the installation. The permit will expire after one year. Installers must make timely notification prior to completion of the OWTS.

Duties of Onsite Sewage Program and Office Support

1. Issue and maintain a log of permit numbers when appropriate fees are paid;
2. Provide technical assistance to other DHSS staff and local staff when requested;
3. Maintain up-to-date data on new system technology;
4. Develop training for local EPHS to maintain up-to-date knowledge and skills;
5. Provide necessary forms for regional staff and contract LPHAs;
6. Fulfill common responsibilities of LPHA in counties where OWTS are permitted by DHSS.

Duties of other DHSS Staff

1. Provide technical assistance to contract and ordinance counties when requested;
2. Conduct contract monitoring in contract counties;
3. Fulfill common responsibilities of LPHA in counties where OWTS are permitted by DHSS.

Common Responsibilities of Local Public Health Agency

1. Issue and review applications;
2. Issue permits;
3. Maintain a log of applications, permits, and notifications/requests for final inspections;
4. Provide technical assistance to property owners and registered OWTS professionals in accordance with DHSS rules, operational guidelines and contract (scope of work);
5. Perform pre-construction site inspections and final inspections;
6. Monitor operation of permitted holding tanks, and compliance with written agreements;
7. Renew written holding tank agreements as appropriate;

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8. Submit DH-38 reimbursement form with copies of the OWTS Construction Permit/Final Inspection Forms (<http://dhssnet/Forms/permitinspection.pdf>) and, if applicable, Certification of System Without Onsite Inspection Forms, which can be found in subsection [5.12.2](#).

NOTE: It is the responsibility of the property owner(s) or their agent to do the following:

1. Submit complete and accurate signed application;
2. Make written request for variance(s) if needed;
3. Properly layout and stake system on site prior to the pre-construction site inspection;
4. Notify the administrative authority prior to completion of system installation and keep the system open for inspection, as required.

Issuing And Tracking Applications

Property owners or installers wanting to construct an OWTS should obtain a permit application from the Local Public Health Agency (LPHA), the Onsite Sewage Program in Jefferson City or other DHSS staff, whichever is administering the program in that county. In addition to the application form, other forms and information are needed to complete the process including: a list of Registered Installers, a list of Registered Onsite Soil Evaluators, a permit fee invoice, and instructions on where to send the permit fee, etc. A packet should be sent to the person making the request. This may be the homeowner, or an agent for the homeowner, such as an installer. Generally, do not issue an application or accept a completed application by fax, as facsimile copies are often unclear. Original signatures are preferred on the completed document.

For counties permitting under DHSS authority, construction permit forms can also be accessed on the Internet by selecting the county at: <http://www.dhss.mo.gov/Onsite/PermitProcess.html>. In other counties, contact information for the local authority is provided through the link.

The local administrative authority, either the LPHA or the Onsite Sewage Program, will assign an application number when an application is issued or when first contacted regarding a downloaded application. The application number will consist of a 10 character alphanumeric number, for example D-000-02-0001 or L-000-02-0001

- The first character is the letter D or L where D is a DHSS issue, and L is a LPHA issue
- The next three characters are the county number where the system will be installed, for example 073 is Gasconade County
- The next two characters indicate the year the application was issued
- The last four characters are a consecutive sequence, which starts over each year, 0001, 0002, 0003, and so forth. January 1 of each year this number will start at 0001.

Remember the application number **IS NOT** the same as the permit number. The Onsite Sewage Program provides the permit number to the local authority only after verification of receipt of the permit application fee. Also, the permit number **IS NOT** a permit. A permit is issued to the property owner only after completion of the application and plan review process and a pre-construction site inspection if the proposed system complies with the minimum standards.

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A log should be maintained to keep track of the applications and the status of each permit application processed. The information in the log should include the application number, name and address of the property owner, name and address the application was issued to if different, address and directions to the construction site, date the application was sent and returned, the date the permit was issued, the permit number and any pertinent notes to allow quick reference if questions arise. A computer database is recommended for quick searches. The Onsite Sewage Program has an Access computer database available to use as an application log.

The application must be returned completed to the same office that issued it. The fee and fee invoice slip should be sent to DHSS Fee Receipts in a separate envelope. Advise the property owner not to send the application and fee to the same place. The contract LPHA should not collect the permit fee; the property owner or agent must send it to Fee Receipts.

Applications should be tracked as closely as possible to assure timely return and to avoid long delays in system planning and construction. Construction permits should be dated to expire one year from the date issued. If someone requests an application and does not return it in a reasonable amount of time, or if a permit is issued and the expiration date is close at hand, it is wise to contact the property owner to check on the status of the system. Below is a suggested time line to check the status of an installation. The time line may vary with workload and individual situations.

- 3 months to return an application;
- 1 months to return a revised plan;
- 3 months to check the status of installation after a permit has been issued.

Some example form letters that may be used to contact homeowners are located in subsection [5.12](#). The Onsite Wastewater Treatment System Application form number [E3.05](#), [E3.05B](#), and the Fee Slip form number [E3.01](#) are available from the DHSS Onsite Sewage Program as well as the Internet at <http://www.dhss.mo.gov/Onsite/permitappforms.html>. These forms are only for use in areas where OWTS are permitted by DHSS or by local agencies that contract with DHSS.

Onsite Wastewater Treatment System Application Review

It is important to log the receipt of an application, and then review it as soon as possible.

A file folder should be used to keep all information related to an application together. It is recommended that an Application Process Form (see [5.12.1](#)) be attached to each file. This process form provides a way to consistently document the review process, write notes regarding the plan, document telephone calls and other conversations regarding the application, and provide a time line of activities leading to issuing a permit and approving construction. It is important to keep the process well documented to show your actions are with in rules and operational guidelines.

The plan review includes reviewing the application for completeness and appropriate information. Correct addresses and telephone numbers are essential in the event the owner or

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agent needs to be contacted. If there is missing information contact the homeowner or agent to obtain the missing information. If the information can be obtained over the telephone, document the call and proceed with the review. If missing information cannot be provided by telephone, then the homeowner or agent must provide that information; this can be done by returning the application to the homeowner or agent to be completed, or by accepting a fax that provides the missing or revised information. If a new plan drawing is needed, you should get the new drawing signed or initialed by the homeowner or agent. The EPHS should not draw new plans on the application that was submitted.

As you begin a review, assure that the file contains these elements:

1. The permit application;
2. A soil morphology report or percolation test;
3. An engineer's report if applicable;
4. Application process form ([5.12.1](#));
5. A copy of the Fee Receipt Form.

To be complete, the application must be submitted together with a soil morphology report or percolation test, an engineer's report for certain types of systems, and a written variance request is applicable. See EHOOG Section 5.3 for information on interpreting soil reports. An engineered design is required for alternative onsite systems described in Section (6) of the Minimum Construction Standards, except for lagoons, holding tanks, and privies. See EHOOG Section 5.4 for variance guidelines. While becoming familiar with the application process, the following OWTS Application Checklist ([E3.05B](#)) may be used to ensure all areas of the application are completed as required.

Check that Section 13 of the application, the site diagram, is complete including all that apply:

- ☐ a. slope diagram;
- ☐ b. location of any lakes, ponds, streams, rock outcrops, and sinkholes;
- ☐ c. setbacks to water supplies, property lines, etc.;
- ☐ d. easements and underground utilities;
- ☐ e. area for a replacement field;
- ☐ f. location of home site or dwelling [including where the roof drainage goes];
- ☐ g. cultural features such as roads, streets and surfaces that influence water runoff;
- ☐ h. trench length;
- ☐ i. trench depth and width;
- ☐ j. curtain drain and water control structures;
- ☐ k. location of sewage and pump tanks;

NOTE: If an engineered plan is submitted, it can replace Section 13 of the application but the engineered plan must be checked for the above items and marked on this sheet.

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Plan Review

The purpose of an application and plan review is to assure that the system, as designed, complies with the minimum standards and does not violate law or rule. When reviewing, the Minimum Construction Standards are used to determine compliance. Adequate information must be provided in the plans and application to make this determination. When a permit is issued, it should confirm that the system design and site layout are in compliance with Missouri law and rules. No additional requirements may be placed on a system after the permit is issued.

When reviewing a plan, an application review sheet (<http://dhssnet/Forms/Reveiwform.doc>) and the following can be used as a guide:

1. A site/soil evaluation can be either an onsite soil morphology evaluation or a percolation test. The administrative authority will determine which method is to be used. For more on soil interpretations see EHOg Section 5.3.
 - Percolation test reports;
 - Confirm the proposed system is in the area evaluated by the percolation test;
 - Check that the perc test procedure was followed correctly;
 - Double check calculations;
 - Confirm proposed trench depth is the depth of percolation test holes;
 - Check that the perc tester has given depth(s) to restrictive layer or ground water;
 - Onsite soil morphology evaluation reports, note limiting features and suitability for;
 - Topography and landscape position (slopes, existence of lowlands, local surface depressions, rock out crops, sink holes, etc.);
 - Texture (presence and depth of high shrink/swell clay or high percentages of coarse fragments);
 - Structure (presence and depth of platy, massive structure, or weak structure);
 - Drainage classification (surface water issues, presence and depth of perched or apparent water tables; is control of surface/subsurface water movement needed?);
 - Soil thickness (depth to bedrock if observed);
 - Restrictive horizons (depth and thickness if present);
 - Available space (confirm the proposed system is in area represented by the soil evaluation report);
 - Overall Suitability (based on most limiting site feature);
 - Confirm proposed trench/absorption system depth complies with vertical separation requirements (see discussion and table in EHOg Section 5.3);
 - All site evaluations;
 - Check that relevant cultural features have been noted;
 - Consider whether groundwater contamination potential is an issue;
 - Check the location of easements & underground utilities for future reference.
2. Daily flow (note design flow and confirm compliance based on the number of bedrooms or appropriate calculations using Table 2A, Quantities of Domestic Sewage Flows from the Minimum Construction Standards);

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3. Treatment size (note size and type of primary, lagoon, and/or better pretreatment system proposed and confirm compliance);
4. Loading rate (note the design loading rate or percolation rate and check that it is consistent with the site/soil report);
5. Field size (note proposed absorption field size and confirm it meets or exceeds requirements);
6. Elevations/contours (check relative elevations to confirm gravity flow or to confirm pump calculations);
7. Variances requested (note written variance requests; see discussion of variances in EHOG Subsection [5.4](#));
8. Tank/field setbacks (confirm setbacks shown on application and plan comply with requirements or have been addressed by variance request noted above);
9. Notes (note any site limitations that have not been addressed by the system design, check calculations including the appropriate equivalency for gravelless systems and note any that are incorrect, note any items from the application or design that are not in compliance with the minimum standards, and note any issues that need to be checked during the pre-construction site inspection);

Document all discrepancies in the plan as submitted. Contact the homeowner, installer, and/or the system designer to inform them of the discrepancies and discuss options to correct the problems. They should resubmit a plan with the discrepancies corrected. For minor changes, a revised application is not necessary. The new plan should be signed or initialed, dated and labeled as a revised plan to assure the correct plan is permitted and followed during installation. Faxed revisions may be accepted, if clear, to shorten the time lag.

Alternative or engineered systems are often more involved than conventional systems reviews. When reviewing engineered systems such as LPP, drip irrigation, or sand filters, etc., the general guidelines are the same. Use the Minimum Construction Standards section 6(C), 6(H), 6(G), etc. and any manufacturer's requirements, to determine if the engineer has used the correct parameters to design the system.

1. Determine the soil and site suitability;
2. Confirm the design considered soil/site limitations and overcomes provisionally suitable or unsuitable classifications;
3. Check absorption system depth (vertical separation to restrictive layers – see table in EHOG Subsection [5.3](#));
4. Check engineer's calculations for use of appropriate loading rate;
5. Check the LPP systems for gravel specifications, hole size and spacing, pump calculations showing flow capacity and total dynamic head calculations, and dose volume;

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6. Check drip systems for emitter rates, pump calculations showing flow capacity and total dynamic head calculations for normal operations and for system flushing, and dose volume.

Pre-Construction Site Inspection

Before a permit can be issued there must be a pre-construction site inspection. When the application and plan review is completed, and the paper work appears to be in compliance with the rule, contact the homeowner and/or the installer to arrange a pre-construction inspection. The installer is the most appropriate person to attend this inspection, however, the homeowner, engineer, or other agent may also attend.

The system layout must be marked on the site, according to the approved application and design plans, to indicate the location of tanks, absorption lines and other components of the system. Usually the installer or the system designer would layout the system.

Check the site for the following:

1. Site elevations; there is adequate fall for a gravity system or the rise in a pumped system is consistent with the static head used in calculations of required pump capacity;
2. Setbacks; the staked system meets the setbacks as shown in the plan;
3. Obstacles or site conditions that require special treatment; are there trees or other obstacles that need to be removed, before a system can be installed? Removal of trees, piles of trash or other debris, or stockpiled soil can be detrimental to the soil in the proposed absorption system area. If conditions require removal, it must be done carefully with minimal traffic on the absorption field area;
4. Check for other environmental sensitivities not identified by the plan, such as a neighbor's well, sink holes, streams, road ditches, surface runoff that may affect the system, etc.;
5. Look for utility easements and assure the system does not interfere with a power line, gas line, waterline, etc.

Provided the site inspection finds the system and layout comply with the approved application, issue the permit, on the combined OWTS Construction Permit/Final Inspection form [E3.05A](#) (available from DHSS Onsite Sewage Program or the DHSS Intranet). Most information on the form can be taken from the approved permit application. Complete the site information and the left side of the form under the construction permit heading (include the site latitude and longitude if it is available).

Fill in all boxes that apply to the system. A few items are explained here. The box for system repair should be marked if construction would expand a system or reuse a significant part of a previous system. Mark the box for replacement system if a new system is substituted for the former one. Under business, the number/units generally will be from Table 2A; for example, 15 employees (at 25 gallons per employee), or 120 seats (at 5 gallons per church seat). Enter the 5-digit soil tester and installer ID numbers, if they are available. The form should make clear exactly what system is permitted. It is also important for the form to be as complete as possible to allow DHSS to better track systems and components.

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When you have made the pre-construction site inspection and are ready to issue the permit, fill in the permit and expiration dates and sign the form. One copy (the back page) of this permit is given to the installer or property owner, and should be posted or available on the site during construction of the onsite system. The back of this form has information, including the homeowner's responsibilities and the installer's notification requirements, which should be brought to their attention. The installer notification and final inspection sections on the right side of the form will be blank on this copy. Retain the other three copies until the system is completed.

Changes in the plan may be necessary as an installer proceeds with the construction. However, if a change is necessary, the installer must notify the administrative authority before the change is made to assure that the minimum standards are not violated. If the change is in an engineered system the engineer must also be notified of the need to make a change and be allowed to adjust the system design.

Final Inspection/Failure to Notify

Registered installers must notify the administrative authority no later than 9:00 a.m. one day prior to completion of the system, and must leave the system uncovered until 3:00 p.m. the next day following notification. Unregistered homeowner-installers must notify the administrative authority no later than 9:00 a.m. two days prior to completion of the system and must leave the system uncovered until 3:00 p.m. on the second day following notification. If the installer fails to notify the administrative authority prior to completion of the system, you may attempt to get the installer to cooperate in the first instance. The installer should expose enough of the system to allow for final inspection and verification of compliance with the standards. If the system cannot be brought into compliance, or for persistent failure to notify, document the case and refer it to the Onsite Sewage Program and the prosecuting attorney. Refer to EHO Section 5.7.

All systems must be inspected or have a Certification of System Without Onsite Inspection form, [5.12.2](#), completed (not allowed for unregistered homeowner installers). After notification, when a system installed by a registered installer will not be inspected, send a certification form. An example of this form is in EHO Section 5.12. Send the form with appropriate application and permit numbers entered. Do not sign the certification prior to sending it to the installer. The installer must sign the form to certify that they followed the permitted plans and return it to the administrative authority that issued it (the LPHA, Onsite Sewage Program or other DHSS staff). After receiving certification from the installer, the EPHS should sign the form unless the installer documented that the system did not comply with the permit conditions. If a certification form is accepted from a registered installer, mark the Final Inspection approved "yes" box in addition to the check box directly above it, which notes that installer certification was accepted, and attach copies of the certification forms to the final inspection forms.

When the system is inspected, you as the administrative authority determine at what stage(s) of construction to make the inspection(s). However, you must be able to determine that in your judgment the system was installed according to the permitted plan. When making a final inspection, fill out the right side of the remaining copies of the Permit/Final Inspection form to document the final inspection. During a final inspection, use the check boxes and spaces to the

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right of each system component. Mark the box if the component is installed as permitted. If the system is not installed as permitted, list any deficiencies in the space provided or on additional pages and mark the “no” box under final inspection approved. Refer to the EHOG Section 5.6, Improper Actions. When approved corrections are made, a re-inspection must be conducted.

In addition to the Permit/Final Inspection form, the following list of checkpoints may be used to determine compliance with the rule:

1. Location; the field is in the original site as permitted;
2. Septic tank; the tank is installed correctly, inlet and outlet orientation is correct, tank is level, outlet is not below the level of the highest trench;
3. Schedule 40 PVC was used going into and out of the tank;
4. The tank(s) is(are) watertight;
5. Trench or drip line depths are correct;
6. Aggregate is clean and correct size, if applicable;
7. Absorption trenches are level with no more than ¼ inch variation per 10 feet;
8. All of the setbacks were maintained.

When a final inspection shows changes from the approved and permitted plan, and installer did not notify the administration authority of changes, post a stop order. Evaluate the changes with regards to the soil report, setbacks, and construction standards set in rule. If differences are determined to be not in compliance, the system is disapproved. The property owner(s) or agent must submit plans to bring the system into compliance. The installer may be charged with failure to install a system according to standards. Refer to EHOG Subsection [5.7](#).

After the installation is approved by final inspection or accepted certification form, sign the completed copies of the permit/final inspection form. One must be sent to the owner to meet the requirements of 701.050 RSMo. One copy is for LPHA records and one copy should be sent to DHSS attached to a form DH38. Photocopies may be made if additional copies are needed. If additional copies are distributed, the notices on the back of the form should be copied as well.

Sewage Tank Replacement Only

Sewage tank replacement is considered a major repair or modification of an existing system. Therefore, under normal conditions, a permit is required before construction can begin. Permits may be issued for the tank replacement provided construction will not include any work on the absorption field and there are no obvious signs of failure. However, the approval of the tank installation does not include approval of the existing absorption field. This must be made clear to the property owner. If the field should fail in the future, a new permit will be needed to replace that portion of the system, and there is no assurance that soil and space limitations would not require higher pretreatment than a septic tank.

1. Issue application as previously discussed in this section of the EHOG;
2. Receipt of a permit number will confirm the application fee has been paid;
3. Require the completed application to include a diagram showing the location of the old and new sewage tank and relevant setback distances;

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4. The replacement sewage tank's size, construction, and setbacks must comply with minimum standards;
5. A soil report is not necessary except as noted in the next item;
6. Make a pre-construction site inspection. Do not issue a permit if effluent is surfacing over the existing field, if it presents a nuisance or health hazard, or if you determine there is a surface discharge pipe. If there is evidence of any soil treatment system malfunction, require a soil report and an application for a complete system;
7. Write TANK ONLY on the permit;
8. Make a final inspection of the installation or require a Certification of System Without Onsite Inspection Form as discussed previously in this section.

When an emergency modification or repair is made to relieve an imminent health hazard, such as immediately replacing a collapsed tank, a construction permit is not required before construction can begin. However, an application must be submitted to the administrative authority indicating the type, size, and location of the tank installed. Insure that the owner or their representative, normally the installer, signs the application. It is the administrative authority that determines whether an emergency existed. Requirements are detailed in 701.052.7 RSMo.

Holding Tanks

Permits for installation of holding tanks are generally limited to temporary use situations where a public sewer will be available, or where an approved onsite system will be installed within one year. The long-term use of a holding tank should only be considered and approved as a system of last resort. Thorough review of an application and specific site conditions must be made, prior to permit approval. Before permitting a holding tank, other alternative solutions must be considered. Generally the best solution would be connection to a Department of Natural Resources (DNR) regulated community sewer, where one is available, or where it would be possible to obtain DNR permits to construct and operate a central system. If that is not a practical option, all possible onsite options should be considered, including advanced treatment systems and systems requiring site modifications or variances.

Management is critical for these systems because treatment and disposal do not actually take place on site. There is a potential for tanks to leak or overflow, for spills during pumping and hauling operations, and for illicit discharge or disposal of untreated waste at sites other than a (DNR) permitted facility. For these reasons approval of a permit for a holding tank should not be routine.

If poor soil conditions seem to indicate an onsite system is not an option for a site, this must be verified by a soil morphology evaluation. Consideration should be given to nearby areas, which might be suitable for an absorption field and for which an easement may be obtained or which may be purchased. The use of gray water systems with a holding tank for black water only or with waterless toilets would qualify for reduced absorption field area. Use of a holding tank may be considered temporary when a system design including site modifications, such as the placement and stabilization of suitable fill, could overcome limitations and eventually allow construction of an acceptable OWTs. Where these other options are not practical, the

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administrative authority may approve the installation of a holding tank on a case-by-case basis and require stipulations in a signed agreement regarding its use and the length of time for its use.

If a holding tank system is to be approved, it must be predicated on compliance with all requirements of 19 CSR 20-3.060(6)(F). The potential for holding tank floatation must be considered, and after the tank is placed onsite, it should be watertight tested. A high water level alarm system should be required when piped water is available. The administrative authority must have the ability to monitor system operation and management to ensure compliance and protect the public health. Unless the required setback distances for a sewage tank cannot be met, variances will not be required.

Subsection 5.12 includes a Holding Tank Agreement ([5.12.3](#)), which specifies conditions to help ensure compliance. Other conditions may be added if necessary for a specific site or local situation (e.g. water conservation measures or limit water used for laundry etc.) The proposal for a holding tank must comply with the standards and the property owner must agree to the written stipulations before a permit is issued. Renewal of an agreement would depend on the particular situation and upon compliance with standards then in effect. Non compliance with the stipulations of a signed agreement, for the use of a holding tank according to 19 CSR 20-3.060, would be considered a violation of 701.029 and 701.031, in addition to any additional violations that may be substantiated during a complaint investigation.

AUTHORITY

701.025-701.059 RSMo
19 CSR 20-3.060